CAD TECHNICIAN

DEFINITION
Under general supervision to provide a variety of support services to the Engineering Division in support of the City's Electronic Mapping and Geographic Information System (GIS) project. Such support services may include, but are not limited to, the verification of both graphic and textual data, the entry of database attribute data, database queries and the collection of related field data.

SUPERVISION EXERCISED
May direct the activities of part-time employees.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*
Perform updates and quality control of City's digital base map and utility mapping programs through the use of AutoCAD or GIS software, checking for both graphics and textual data.

Perform data capture, scanning, digitizing, overlying, data conversion, map attributing,map editing , plotting and reporting.

Perform verification of vendor-supplied graphic and textual data, involving the generation of check maps.

Prepare civil and survey maps for subdivisions, right-of-way, City public utilities using AutoCAD software.

Visit field sites to gather information using field mapping techniques, including GPS.

Communicating with the vendors and public regarding assigned area of work.

Perform related duties as assigned.

QUALIFICATIONS
Knowledge of: Computer Aided Drafting (CAD) or Geographic Information Systems (GIS) concepts; CAD software (e.g. AutoCAD, MicroStation); GIS software(e.g. GeoMedia, ArcView, MapInfo); basic parcel and utility mapping concepts and terminology.

Ability to:

Read and interpret basic engineering drawings and sketches

Enter data on a computer

Prepare maps and perform mapping calculations

Visit field sites to gather information using field maping techniques, including GPS.

Establish and maintain effective working relationships with City staff and others contacted in the course of business

Communicate effectively, both orally and in writing

Maintain equipment and tools utilized in work

Ability and willingness to learn new CAD, GIS and engineering techniques

Experience and Education
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience
Two years of experience using CAD software (preferably AutoCAD or MicroStation).
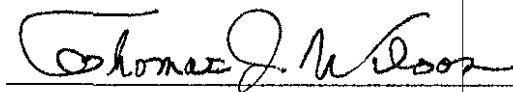
Education
High school graduation supplemented with recent enrollment in a CAD/GIS related college program.

Licenses and Certificates
Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Special Requirements
Periodic outdoor exposure; work in an office environment.

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City Manager

_2-16-01_
Date